

Secure Load For Transporting Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX								
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change
								PPE

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Uneven surface, Inadequate lighting, Cluttered workspace, Equipment malfunctioning, Weather conditions, Unclear instructions, Lack of training, Incorrect alignment equipment setup, Poor load assessment, Ineffective communication, Insufficient resources, Time pressure, Overloading, Inappropriate load distribution, Lack of supervision, Fatigue, Noise pollution, Uncalibrated equipment, Lack of PPE	3H	<ul style="list-style-type: none"> - Conduct pre-work inspection to ensure a flat, stable ground - Verify all lighting equipment is operational - Clear any debris or obstructions from the workflow area - Regular maintenance and checks of all equipment - Plan task considering weather forecasts - Provide clear, detailed instructions to all team members - Conduct training and capacity-building workshops - Ensure correct alignment corresponding to equipment setup requirements - Proper assessment of load weight versus capacity - Ensure comprehensive communication strategy with clear hand signals - Confirm availability of sufficient resources including manpower - Establish realistic timelines to reduce pressure - Check load distribution across the carrying platform - Adequate supervision and monitoring during task execution 	2M
2. Select Equipment	Selection of incorrect tools, Equipment defects, Inadequate brakes, Excessive noise, Insufficient weight capacity, Vibration, Dim lighting, Unstable equipment, Rough handling, Inexperienced personnel, Prior faulty records, Equipment instability, Overheating	4A	<ul style="list-style-type: none"> - Comprehensive evaluation of task-specific requirements and corresponding equipment - Conduct pre-use checks and maintenance on all tools and vehicles - Verify brakes and weight capacity align with load specifications - Use noise-reducing equipment or insulation to mitigate excessive sound - Proper labelling of all equipment with specs and safety instructions - Engage experienced personnel or provide thorough training for new workers - Ensure proper lighting is installed and functioning - Establish a routine equipment inspection system - Harness vibration-reducing supports or gloves - Manually check for instability or loose components - Implement a track and record system for all equipment faults - Rotate personnel to prevent fatigue and overheating of tools 	3H
3. Load Assessment	Underestimating load weight, Incorrect load dimensions, Misinterpreting balance point, Inadequate space planning, Safety margin miscalculation, Unfamiliarity with load type, Over-	3H	<ul style="list-style-type: none"> - Utilize certified measurement tools for load weight and dimensions - Perform a trial lifting to evaluate balance point accuracy 	2M

		<ul style="list-style-type: none"> - Assess wider safety margins for unpredictable factors - Perform random inspections and oversight by a second expert - Reconcile datasheet information with practical checks - Ensure the availability of well-calibrated scaling equipment - Calculating and understanding specific material properties - Cross-check with previous successful records of similar loads - Double-check risk assessments with practical applications
<p>own, Inadequate straps, Frayed restraints, Loose edges, Poor alignment, Unstable platform, Excessive vibration, Compression damage, Uneven loading, Incorrect fastener</p>	4A	

<p>Insufficient qualifications, Poor operating procedures, Mental fatigue, Poor maintenance, Lack of familiarity with equipment, Loading beyond capacity</p>	4A	[REDACTED]
<p>Overloading, Poor load shift, Poor maintenance, Equipment failure, Unforeseen delays, Poor vibration control</p>	4A	[REDACTED]

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9. Load Removal	Premature equipment retraction, Uncontrolled descent, incorrect placement, Unbalanced loading, Mechanical failure, Operator negligence, Obstruction, Force, Environmental pressures	4A		2M
10. End of Task Procedures	Neglecting equipment shutdown, Documentation lapse, Overaccumulation of waste, Inadequate post-operation team debrief, Infectious waste, Untidy equipment storage, Post-task resource misplacement, Insufficient environmental care	3H		1L

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11. Incident Management Plan	Delayed response, Miscommunication in critical situations, Unavailability of emergency contacts, Inadequate documentation, Emotional turmoil, Situational chaos, Inexperience managing crises,	4A		2M
12. Equipment Conditioning	Unchecked equipment wear, Non-compliance to service schedules, Unauthorised modifications, Lack of standard procedures, Insufficient personnel qualifications, Abrasions or damage,	4A		2M

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13. Personnel Training	Inadequate training materials, Lack of practical sessions, Complacency in methods, Overdependence on manuals, Not accommodating varying learning styles, Insufficient provider qualifications, Unverified competencies	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
14. Coordination and Communication	Misaligned coordination of teams, Disjointed communications, Absenteeism and shortages, Language barriers, Intra-departmental disconnects, Unreported incidents, Ineffective feedback loops,	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
15. Compliance and Policy Review	Regulatory changes not documented, Policy misuse, Outdated action plans, Data loss, Non-compliance with updated legislations, Ambiguities in policy understanding	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/lis>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work